

H2B Job Order Draft Template with Required Language

RAMON CORONEL REFORESTATION, INC.
AFFORDABLEBOOKKEEPING7@GMAIL.COM
RAMON CORONEL/360-266-6046

Job Information

Title: Forest and Conservation Worker
of Openings: 12
Months Experience: 3
Education Requirement: None
Start Date: October 1, 2023
End Date: July 31, 2024

Work Type

Temporary/Full Time
Hours per Week: 40
Shift: 7 am – 3:30 pm

Job Duties/Responsibilities:

Commercial Tree Planting and Pre-Commercial Thinning. Both activities are conducted on steep terrain, 30% - 50% in grade. Tree planting: Clear an area on the ground with the use of a planting shovel, dig a hole deep enough that when the seedling is planted there is not a J-Root, place seedling in the ground and then cover the roots with the soil, tamping the soil to secure the seedling. Combined weight of the seedlings and the planting bag is 50 lbs depending of the size of the seedlings. Pre-Commercial thinning: Thinning is conducted with the use of a chainsaw, cutting undesirable and diseased trees, cutting and clearing brush and then hand piling the material in a prescribed manner for future disposal. Employee must maintain the chainsaw, sharpen the chain and ensure fluid levels are correct. Weight of the chainsaw and fluids in 30 lbs.

Job Requirements/Qualifications:

MUST BE ABLE TO PLANT THE FOLLOWING NUMBER OF TREES IN AN 8 HOUR DAY: BY THE END OF THE 1ST WEEK, 800. BY THE END OF THE 2ND WEEK, 900. BY THE END OF THE 3RD WEEK, 1,000. ALL PLANTING TO BE CONDUCTED ON STEEP TERRAIN, 30% - 50% SLOPE

General Job Specifications:

Disclosure of work contract: Employer will provide a copy of this document to any H-2B worker, in a language understood by the worker as reasonable per 20 CFR 655.20(l), no later than the time at which the worker applies for the visa, or for a worker in corresponding employment, no later than the day work commences.

Full Season Commitment: The worker agrees to the job offer to be available for work every day that work is available for the full period of employment starting October 1, 2023, ending on July 31, 2024. Must be available to work in each of counties named in this job order.

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Varying shifts: Monday – Friday/7 am – 3:30 PM Generally.

Wage Rates and Special Pay Information:

(Employers may utilize the bullets below or free form, but **must** ensure all assurances are included)

- Workers will be paid between **\$18.66** and \$20.52 per hour depending on the county in which the work is performed. **No Overtime is expected, but may be offered between \$27.99 and \$30.78 per hour depending on the county in which the work is performed.**
- The payroll period shall be **Bi-Weekly**. The employer shall use a single workweek as its standard for computing wages due.
- The Employer will provide sick leave to employees. The employee will accrue paid sick leave at a minimum rate of 1 hour for every 40 hours worked. Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment, and sick leave will be paid at the employee's normal hourly rate based upon the location of the work performed on the day the employee uses the accrued sick day. Unused paid sick leave of 40 hours or less will be carried over to the following year for those workers returning to employment with the employer.

Deductions, benefits and other details about pay:

- The employer will make the following deduction from the worker's wages: FICA Taxes, Federal income tax if required, other deductions expressly authorized or required by state or federal law, cash advances and repayment of loans, repayment of overpayment of wages to the worker payment for articles which the worker has voluntarily purchased from the employer, long-distance telephone charges, recovery of any loss to the employer due to the worker's damage (beyond normal wear and tear) and any other deductions expressly authorized by the worker in writing.
- The employer will deduct a portion of worker's compensation premium from workers' pay as specified in Washington law at RCW 51.61.140.
- The employer will withhold from the employee's wages the maximum amount for the portion of employee premium required under **WA State RCW 50A.04, Paid Family and Medical Leave Program.**
- If the prevailing wage is increased by the U.S. Department of Labor during the course of the season, the employee's wage will increase accordingly.
- When required, hotel accommodations are provided by the company at no cost to the employee when the employment is located outside of the general commuting area and requires workers to be housed in a hotel.

Housing/Lodging Accommodations:

The employer will not provide housing or arrange housing for the workers. However, the employer will facilitate worker to find housing arrangements for those relocating to the general Lewis county area.

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Tools & Equipment:

The Employer will provide to the worker, without charge or deposit charge, all tools, supplies, and equipment required to perform the duties assigned, in accordance with CFR 655.20(k).

Transportation:

Work will be performed in the following counties - STATE OF WASHINGTON: Thurston, Lewis, Pierce, Stevens, King, Clallam, Skagit, Kittitas, Mason, Cowlitz, Grays Harbor, Kitsap, Pacific, Peirce. STATE OF OREGON: Tillamook, Coos. The majority of the work will require departure from Chehalis, WA.

TRANSPORTATION PROVIDED BY THE COMPANY AT NO COST TO THE EMPLOYEE TO EACH LOCATION, AND BETWEEN THE DIFFERENT WORKSITES AS REQUIRED ON A DAILY BASIS

Relocation: Inbound/Outbound:

If relocation is required by a worker who is hired, who does not reside in the area of employment, per CFR 655.20(j)(1)(i) the employer will either provide or reimburse the worker for transportation and subsistence from the place from which the worker has come to work for the employer, whether in the U.S. or abroad, to the place of employment if the worker completes 50 percent of the period of employment covered by the job order (not counting any extensions). Payment will be made within 3 days after 50% of the season has been completed.

The employer will reimburse the H-2B worker in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government, incurred by the H-2B worker.

The employer will arrange and pay for the transportation and subsistence directly, advance at a minimum the most economical and reasonable common carrier cost of the transportation and subsistence to the workers before the worker's departure or pay the worker for the reasonable cost incurred. The amount of the transportation payment will be no less (and is not required to be more) than the most economical and reasonable common carrier transportation charges for the distance involved. The rate of reimbursement for subsistence during transportation is \$15.46 per day if no receipts are offered, up to a maximum of \$59.00 per day if the Worker presents receipts as specified in 20 CFR 655.122(h)(1) and 20 CFR 655.173(a). Employer will provide or pay for reasonable lodging accommodations when applicable, not to exceed \$100.00 a night.

Other Conditions and Assurances:

Three-fourths guarantee: (1) The employer must guarantee to offer the worker employment for a total number of work hours equal to at least three-fourths of the workdays in each 12-week period beginning

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with the first workday after the arrival of the worker at the place of employment or the advertised first date of need, whichever is later, and ending on the expiration date specified in the job order or in its extensions, if any.

Closing Date/Deadline

- The closing date of the job order is **Date:** September 10, 2023 (generally 21 days prior to start of contract)

How to Apply:

Applicants may apply at the nearest WorkSource/SWA office at WorkSource Lewis County, 151 NE Hampe Way, Chehalis, WA 98532/360-748-2360. The WorkSource Staff will appraise applications of the material terms and conditions of the employment and will only refer applicants for employment if the applicant indicates that he or she is qualified, able, willing, and available for employment.

Applicants should inquire about the job opportunity or submit applications and/or resumes directly to their nearest State Work Force Agency (SWA).

The employer will not hire undocumented or fraudulently documented workers.

The employer is an equal opportunity employer; all qualified eligible U.S. workers are encouraged to apply for these jobs during the positive recruitment period and up to 21 days prior to the date of need.

Workers referred by SWA's should be fully apprised by the local employment office of the terms, conditions and nature of employment prior to referral. Upon hiring, employees must present original document or documents that establish identity and employment eligibility as required by the INA. Employees who do not comply with this requirement by the end of the third workday will not be permitted to continue employment.

Job Order Number:

Contact: Ramon Coronel, Ramon Coronel Reforestation, Inc., 160 Pascoe Ave., Chehalis, WA 98632, to schedule an interview.

Phone: 360-266-6046 or affordablebookkeeping7@gmail.com